

**LFUCG SPECIAL EVENTS PERMIT APPLICATION**

DATE OF APPLICATION: \_\_\_\_\_

Please review the Special Event Planning Guide prior to submitting this application. **Application must be received 12 weeks prior to event date.**

EVENT NAME: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

DESCRIPTION OF EVENT (Be specific.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

EVENT ORGANIZER: (Name of individual, group or organization producing event.)

\_\_\_\_\_ FED ID No. \_\_\_\_\_

ORGANIZATION TYPE: ☐ Registered for-profit ☐ Registered non-profit ☐ other \_\_\_\_\_

*If Organizer is a non-profit organization, attach a copy of the current IRS Determination letter.*

PRIMARY CONTACT: (Person responsible for the application, event or in case of an emergency).

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**EVENT DATES AND TIMES.** (Event organizers are responsible for adhering to the approved schedule and ensuring that vendors, rentals and other participants adhere to it as well.)Load-in Date: \_\_\_\_\_ Time: \_\_\_\_\_ ☐ AM ☐ PMEvent – Day #1 Date: \_\_\_\_\_ Start time: \_\_\_\_\_ ☐ AM ☐ PM End time: \_\_\_\_\_ ☐ AM ☐ PMEvent – Day #2 Date: \_\_\_\_\_ Start time: \_\_\_\_\_ ☐ AM ☐ PM End time: \_\_\_\_\_ ☐ AM ☐ PMLoad-Out/Clean-up Date: \_\_\_\_\_ Time: \_\_\_\_\_ ☐ AM ☐ PM

Rain Date (if any): \_\_\_\_\_

**EVENT DETAILS**EVENT TYPE: (check all that apply) ☐ Festival / Fair ☐ Parade ☐ Run/Walk/Ride☐ Other (Describe) \_\_\_\_\_

EVENT VENUE: (List LFUCG park or other location(s) for events: \_\_\_\_\_

\_\_\_\_\_

*If this event is for a Run, Walk or Ride, attach an event map that shows the proposed route.*

Will a fee be charged for spectators? ☐ yes ☐ no Will a fee be charged for participants? ☐ yes ☐ no

If fees are involved, identify the amount and describe the purpose: \_\_\_\_\_

TOTAL ATTENDANCE EXPECTED: \_\_\_\_\_ Peak Attendance at any one time: \_\_\_\_\_

If proposed event location is Robert F. Stephens Courthouse Plaza, check one:

☐ Lower Half of plaza ☐ Upper Half of plaza ☐ Both

Check if applicable: Water wall - ☐ on ☐ off Fountain - ☐ on ☐ off

NUMBER OF NON-FOOD VENDORS: \_\_\_\_\_ NUMBER OF ENTRIES (if a parade, walk, etc.) \_\_\_\_\_

NUMBER OF ANIMAL ENTRIES: \_\_\_\_\_ TYPES OF ANIMALS: \_\_\_\_\_

WILL STREETS NEED TO BE CLOSED? ☐ YES ☐ NO If yes, describe streets below:

\_\_\_\_\_  
\_\_\_\_\_

WILL PORTABLE TOILETS BE UTILIZED AT THE SITE FOR THE EVENT? (This is NOT a service provided by LFUCG.)

☐ YES ☐ NO If yes, designate what locations: \_\_\_\_\_

Number of portable toilets to be rented: \_\_\_\_\_

Name of Supplying Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Arranged time for toilets to be removed from site: \_\_\_\_\_

## ALCOHOL, FOOD, AND BEVERAGE

Will there be food and beverage sales? ☐ yes ☐ no

Will there be alcohol sales? ☐ yes ☐ no

Number of Food Vendors \_\_\_\_\_

Number of Drink Vendors \_\_\_\_\_

Will you be using an ABC Licensed Caterer? ☐ yes ☐ no

If yes, provide name and contact information

Alcohol Caterer Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alcohol Caterer Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alcohol Caterer Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Will you be applying for a temporary liquor license? ☐ yes ☐ no

*NOTE: Be sure to review the Alcohol Beverage License details in the LFUCG's Special Event Planning Guide. All alcohol sales must be approved by the Alcohol Beverage Control Office and proper permits must be secured. Events serving or selling alcohol must have liquor liability insurance in the amount of \$1,000,000.*

## LFUCG EVENT SERVICES

Generally all events require some level of LFUCG support or services in order to be successful. Services may be requested and larger events will be required to contract with the LFUCG for specific services. Review the Special Event Planning Guide for the specific requirements for events.

Please review the various services listed below and the corresponding LFUCG department that will provide the services. Each LFUCG department will provide you with a cost estimate of the requested or required services. Upon receipt of the estimate, you may choose to modify your request to meet your budget needs.

If alcohol will be served AND estimated attendance is over 100, a security deposit of \$1,000 is required. The amount will be refunded to the applicant if the property is returned to LFUCG in the same condition it was provided to the applicant. The LFUCG reserves the right to charge additional fees if damage/cleanup to the property exceeds security deposit amount (\$1,000). The fees for services will be billed following the event.

Please check all services that will be requested / required for the event:

- ☐ Security / Crowd Control      ☐ Traffic Control / Street Closures      ☐ Fire / Emergency Medical
- ☐ Recycling Containers      ☐ Trash Containers      ☐ Folding Waste Receptacles
- ☐ Clean-up (trash pick-up, empty trash barrels, etc.)      ☐ Electrical Service
- ☐ Other (explain): \_\_\_\_\_

## APPLICATION AGREEMENT

1) **INSURANCE:** The applicant shall furnish a certificate of commercial general liability insurance written through a company with an A.M. Best rating of "A" or better with the minimum amount of \$1,000,000 per occurrence, listing the LFUCG as an "additional insured." **If your event will be serving/selling alcohol you will also need a liquor liability policy in the amount of \$1,000,000 from each vendor serving/selling the alcohol.** NOTE: Acceptable Insurance Certificates must be submitted at least sixty days before the date of the event, or the event application is subject to be denied.

2) **INDEMNIFICATION:** The applicant agrees to indemnify, defend and hold harmless the Lexington-Fayette Urban County Government, employees and agents, from all claims, liabilities, losses, damages, expenses, accidents and occurrences (including attorney fees) arising out of, or in connection with, the performance of this agreement, activities associated with the event or arising out of applicant's use of the facility, excepting however, all such claims, liabilities, losses, damages, expenses, accidents and occurrences caused by LFUCG's sole negligence or willful misconduct.

3) If you will be serving alcohol you must get a permit from the ABC Office. **\*\*SALE OF ALCOHOLIC BEVERAGES IS PROHIBITED ON THE GROUNDS THE ROBERT F. STEPHENS COURTHOUSE PLAZA\*\*** Alcoholic sales may be made from vendors on the adjacent streets.

4) The approval process takes approximately 12 weeks. The applicant may be asked to respond to additional questions or to provide additional information during that time.

5) *The applicant agrees to provide a \$50 non-refundable application fee at the time of application, to pay for all agreed upon services provided by LFUCG departments and divisions, and to provide any required deposits (such as for events that serve alcohol).*

**Signature and title of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return to:**

**Mayor's Office  
ATTN: Special Events  
200 E. Main St.  
Lexington, KY 40507**

**Or email it to:**

**[HLyons@LEXINGTONKY.GOV](mailto:HLyons@LEXINGTONKY.GOV)**

**Please check boxes to ensure you have completed and enclosed all required materials:**

- ☐ **Completed application**
- ☐ **Application Fee (\$50)**
- ☐ **Certificates of Insurance**
- ☐ **IRS Determination Letter (if applicant is a non-profit organization)**
- ☐ **Maps of parade, run or walk route**
- ☐ **Deposit of \$1000.00 (for events with alcohol)**